



Tanya D. Lane
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

MAYOR ROY ZARTARIAN

NEWINGTON TOWN COUNCIL

*****L-101 (Lower Level)*** – Town Hall**
131 Cedar Street

AGENDA
March 28, 2017
7:00 p.m.

NOTE: A Special Meeting (Executive Session Re: Contracts) will be held at 6:30 P.M.

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- I. PLEDGE OF ALLEGIANCE
 - II. ROLL CALL
 - III. APPROVAL OF AGENDA
 - IV. PUBLIC PARTICIPATION – IN GENERAL (**In Person/Via Telephone: 860-665-8736**)
(3 MINUTE TIME LIMIT PER SPEAKER ON ANY ITEM)
 - V. REMARKS BY COUNCILORS ON PUBLIC PARTICIPATION
 - VI. CONSIDERATION OF OLD BUSINESS (**Action May Be Taken**)
 - A. Set Tentative Budget – FY 2017-18
 - VII. CONSIDERATION OF NEW BUSINESS (**Action May Be Taken by Waiving the Rules**)
 - A. Status Update: Alumni Road Study
 - B. Mid-Year/Capital Transfers
 - C. Lease Purchase Financing: Fire Department Apparatus
 - D. Memorandum of Understanding: Digital Signs on Town Property
 - E. STEAP Grant: Constance Leigh Drive
 - F. Fair Housing Month
 - VIII. RESIGNATIONS/APPOINTMENTS (**Action May Be Taken**)
 - A. Economic Development Commission
 - 1. Accept the Resignation of Ken St. Onge
 - 2. Appoint a Replacement
 - B. Appointments to Boards and Commissions
 - 1. Affordable Housing Monitoring Agency
 - 2. Board of Assessment Appeals
 - 3. Commission on Aging and Disabled
 - 4. Balf-Town Committee

Phone: (860) 665-8510 Fax: (860) 665-8507
townmanager@newingtonct.gov
www.newingtonct.gov

5. Building Code Board of Appeals
 6. Capitol Region Council of Governments (CRCOG)
 7. Central Connecticut Health District Board of Directors (CCHD)
 8. Conservation/Inland Wetlands Commission
 9. Development Commission
 10. Employee Insurance & Pension Benefits Committee
 11. EMS Committee
 12. Environmental Quality Commission
 13. Board of Ethics
 14. Fair Rent Commission
 15. Newington Housing Authority
 16. Human Rights Commission
 17. John Wallace Wing Reconfiguration Project Building Committee
 18. Library Board of Directors
 19. Newington CATV Advisory Council
 20. Newington School Career Technical Program Renovation Project Building Committee
 21. Open Space Committee
 22. Standing Insurance Committee
 23. STEM Academy PBC
 24. Town Hall Renovations Project Building Committee
 25. Town Plan & Zoning Commission
 26. Tri-Town Community Cable Access
 27. Vehicle Appeals Board
 28. Zoning Board of Appeals
- IX. MINUTES OF PREVIOUS MEETINGS
- A. Regular Meeting, March 14, 2017
- X. WRITTEN/ORAL COMMUNICATIONS FROM THE TOWN MANAGER, OTHER TOWN AGENCIES AND OFFICIALS, OTHER GOVERNMENTAL AGENCIES AND OFFICIALS AND THE PUBLIC
- XI. COUNCIL LIAISON/COMMITTEE REPORTS
- XII. PUBLIC PARTICIPATION – IN GENERAL (**In Person/Via Telephone: 860-665-8736**)
(3 MINUTE TIME LIMIT PER SPEAKER ON ANY ITEM)
- XIII. REMARKS BY COUNCILORS
- XIV. EXECUTIVE SESSION RE: REAL ESTATE & CONTRACTS
- XV. ADJOURNMENT



Tanya D. Lane
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council

From: Jaime Trevethan, Asst. to the Town Manager (on behalf of Tanya D. Lane,
Town Manager)

Date: March 23, 2017

Re: Town Council Tentative Budget

There is an item on the March 28, 2017 Town Council meeting to give Councilors the opportunity to propose and consider changes to the Town Manager's proposed FY 2017-18 budget. Once any changes are approved by the Council a legal notice of the tentative budget will be published five days prior to the April 4, 2017 Public Hearing. Additional changes may be made to the budget after the Public Hearing and up to the date of adoption, scheduled for April 18, 2017.



Tanya D. Lane
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council

From: Jaime Trevethan, Asst. to the Town Manager (on behalf of Tanya D. Lane,
Town Manager)

Date: March 24, 2017

Re: Alumni Road Study Update

There will be an item on the March 28, 2017 Town Council agenda for Town Manager Lane and staff to provide an update to the Alumni Road study. More information will be available at the meeting.



Tanya D. Lane
Town Manager

TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

Finance Department

Ann J. Harter
Director of Finance

Memorandum

To: Tanya D. Lane, Town Manager
From: Ann J. Harter, Director of Finance *AH*
Date: March 24, 2017
Re: Appropriation Transfers for FY 2016-2017

Section C-808 of the Town Charter allows appropriation transfers from one department to another only in the last six months of the fiscal year. The attached report shows the status of expenditures. This item should be introduced for discussion at the March 28th Town Council meeting with the adopting transfer resolution to be scheduled for the April 4th meeting. The following is a list of departments that need appropriation transfers within the General Fund to prevent overdrafts. In all cases, the Town's Special Contingency will cover these amounts.

The major items requiring transfer are in the areas of wages, elderly tax relief, and legal counsel as outlined below:

- Wage increases for the AFCSME employee group (\$33,615), Administrators (\$80,193) and part-time (\$9,126) for FY 2016-2017 were budgeted in the Town's Special Contingency and not included in the department operating budgets. With the recently approved pay increases for these groups, funds need to be moved from the Special Contingency to the respective departments where payroll expenses actually are charged.

120	Town Manager	\$10,364
150	Finance	\$16,075
190	General Services	\$14,520
210	Police	\$9,134
230	Fire	\$3,211
310	Engineering	\$3,947
320	Highway	\$15,784
420	Town Planner	\$4,366
450	Building Department	\$4,269
610	Human Services	\$8,975
640	Senior and Disabled Center	\$9,223
710	Library	\$14,517
830	Park & Grounds	\$8,549
	Total	\$122,934

- 150 Finance: The additional shortage in this department is due to additional elderly tax relief of \$3,844 and an accrued vacation payout of \$11,550.
Amount requested \$15,394
- 160 Town Attorney: Additional funds are needed for outside attorney fees for special legal cases that were not anticipated during the budget.
Amount requested \$72,420
- 180 Personnel: Additional funds are needed for legal fees related to labor matters and contract negotiations.
Amount requested \$32,202
- 440 Zoning Board of Appeals: The shortage in this department is due to additional legal notices.
Amount requested \$550
- 960 Contingency: This account was budgeted for raises and unforeseen expenses.
Amount available \$243,500

Capital Projects

As discussed at the CIP Committee, there are several capital projects that are completed with remaining balances that can be transferred to finance other capital improvement needs. Attached is a chart that illustrates the recommended transfers. A resolution for Town Council approval will be presented at the April 4th Town Council meeting.

- Fire Chief Schroder has requested that the balances remaining from several Fire Department related projects such as roof replacement, chimney removal, heating system replacements, breathing air system replacements be transferred to allow for painting at Fire Company #3 and installation of an emergency generator at Fire Company #5.
- Based upon discussions with Bill DeMaio, Superintendent of Parks & Recreation, it has been determined that the renovation study for Mill Pond Park is no longer the most pressing need. The funds would be better used for the playground renovations at Churchill Park.
- The following projects are completed and the balances can be used to offset projects proposed for FY 2017-18:
 - Town Hall HVAC Replacement
 - Senior & Disabled Center Asbestos & Lead Abatement
 - Parks Storage Barn Roof Replacement
 - Police Records & C.A.D. Replacement
 - NVA Sidewalk/Drainage/Site Improvements
 - Snow Thrower Attachment for Loader
 - Lease Payments on Recycling Containers
 - Market Square Development
 - High School Tennis Courts

TOWN OF NEWINGTON
Status of Expenditures, by Activity (Department)
As of March 23, 2017

FUNCTION & ACTIVITY		Revised Budget FY 2016-17	Spent / Encumbered As of 3/23/17	Estimated To Be Spent/Enc. As of 6/30/17	Estimated Unencumbered Balance (Deficit) As of 6/30/17
100	General Government				
110	Town Council	51,108	45,368	51,108	-
120	Town Manager	437,888	303,685	448,252	(10,364)
130	Courts	39,992	29,240	39,992	-
140	Elections	163,846	98,304	163,846	-
150	Finance	1,224,217	946,632	1,255,686	(31,469)
160	Town Attorney	130,200	106,126	202,620	(72,420)
170	Town Clerk	186,247	106,483	186,247	-
180	Personnel	42,808	51,318	75,010	(32,202)
190	General Services	2,562,079	1,589,720	2,576,599	(14,520)
	Total	4,838,385	3,276,875	4,999,360	(160,975)
200	Public Safety				
210	Police Department	7,143,278	5,076,972	7,152,412	(9,134)
230	Fire Department	890,212	691,681	893,423	(3,211)
250	Street Lighting	315,000	235,085	315,000	-
260	Emergency Management	4,050	62	4,050	-
270	Emergency Medical Service	31,000	31,000	31,000	-
280	Hydrants	77,550	77,250	77,550	-
	Total	8,461,090	6,112,050	8,473,435	(12,345)
300	Public Works				
310	Engineering	298,435	202,964	302,382	(3,947)
320	Highway Department	2,510,441	1,834,102	2,526,225	(15,784)
350	Solid Waste Services	2,062,693	2,020,069	2,062,693	-
	Total	4,871,569	4,057,135	4,891,300	(19,731)
400	Community Planning & Development				
420	Town Planner	215,903	149,320	220,269	(4,366)
430	Town Plan & Zoning	17,557	10,547	17,557	-
440	Zoning Board Of Appeals	2,388	2,018	2,938	(550)
450	Building Department	212,314	142,991	216,583	(4,269)
460	Conservation Commission	5,068	2,463	5,068	-
470	Economic Development	94,166	47,003	94,166	-
	Total	547,396	354,342	556,581	(9,185)
500	Public Health				
510	Health Services	161,899	120,822	161,899	-
	Total	161,899	120,822	161,899	-
600	Community Services				
610	Human Services	457,263	311,527	466,238	(8,975)
640	Senior & Disabled Center	547,855	366,004	557,078	(9,223)
670	Boards And Commissions	9,268	4,888	9,268	-
	Total	1,014,386	682,419	1,032,584	(18,198)

TOWN OF NEWINGTON
Status of Expenditures, by Activity (Department)
As of March 23, 2017

FUNCTION & ACTIVITY		Revised Budget FY 2016-17	Spent / Encumbered As of 3/23/17	Estimated To Be Spent/Enc. As of 6/30/17	Estimated Unencumbered Balance (Deficit) As of 6/30/17
700	Public Library				
710	Library Operations	1,714,862	1,156,496	1,729,379	(14,517)
730	Hubbard Book Fund	30	-	30	
	Total	1,714,892	1,156,496	1,729,409	(14,517)
800	Parks & Recreation				
810	Administration	326,036	211,734	326,036	-
830	Grounds Maintenance	1,318,348	823,829	1,326,897	(8,549)
	Total	1,644,384	1,035,563	1,652,933	(8,549)
900	Insurance-Miscellaneous				
910	Municipal Insurance	964,161	962,689	964,161	-
930	Greater Htfd Transit Dist	2,930	2,930	2,930	-
940	Employee Benefits	9,782,158	8,585,843	9,782,158	-
950	Donations & Contributions	25,000	10,000	25,000	-
960	Contingency	580,518	76,402	580,518	- *
	Total	11,354,767	9,637,863	11,354,767	-
1000	Debt Service				
1010	Interest Expense	156,631	78,316	156,631	-
1020	Principal Payments	1,035,000	-	1,035,000	-
	Total	1,191,631	78,316	1,191,631	-
1050	Metropolitan District				
1051	Assessment	3,658,550	2,763,252	3,658,550	-
	Total	3,658,550	2,763,252	3,658,550	-
1100	Capital Improvements				
1110	Capital Improvements	5,249,305	4,515,843	5,249,305	-
	Total	5,249,305	4,515,843	5,249,305	-
2000	Equipment Reserve				
2500	Equipment Reserve	629,400	629,400	629,400	-
	Total	629,400	629,400	629,400	-
3000	Emp Leave Liab Res Fund				
3100	ELLF - Board Of Education	23,200	23,200	23,200	-
3200	ELLF - Town Operations	69,700	69,700	69,700	-
	Total	92,900	92,900	92,900	-
Total Town Government Operations		45,430,554	34,513,277	45,674,054	(243,500)

*The Special Contingency appropriation balance will be reduced to \$288,518 after pending transfers to other departments are made.

RECOMMENDED TRANSFERS FOR CAPITAL PROJECTS

Projects to be closed	Balance
HVAC Replacement	\$ 215
SDC Asbestos & Lead Abatement	89,183
Parks Storage Barn Roof Replacement	6,642
Police Records Mgmt/CAD Replacement	5,754
NVA Sidewalk/Drainage/Site Improvements	970
Snow Thrower Attachment for Loader	96
Lease Payments on Recycling Containers	1,885
Market Square Development	103,643
Fire Co 3 Shingled Roof Replacement	11,850
Fire Co 2 & 3 Chimney Removal	12,600
Fire Co 1 Heating System Replacement	262
Fire Co 1 Breathing Air System Replacement	12,300
Fire Co 2 Breathing Air System Replacement	11,370
Fire Co 2/3 Emergency Generator	90
Computer Assisted Dispatch	455
Fire Co 2/3 Heating System Replacement	782
Mill Pond Park Renovation Study	32,552
Clem Lemire Drainage & Paving	30
High School Tennis Courts	10,734
Total	<u><u>\$ 301,413</u></u>

Projects to be financed	Amount
Town Buildings Sidewalk Replacement & Repairs	\$ 25,000
Senior & Disabled Center HVAC Replacement	71,750
Information Technology Reserve	5,754
Road Resurfacing/Reconstruction	31,664
Sidewalk Repair	75,000
Fire Co #3 Interior and Exterior Painting	23,670
Fire Co #5 Emergency Generator	25,259
Park, Pool & Playfield Improvements	32,582
School Bus Replacement Program	10,734
Total	<u><u>\$ 301,413</u></u>



Tanya D. Lane
Town Manager


TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

Finance Department

Ann J. Harter
Director of Finance

Memorandum

To: Tanya D. Lane, Town Manager
From: Ann Harter, Director of Finance 
Date: March 24, 2017
Re: Lease-purchase financing of Fire Department apparatus

In April 2016, the Town Council adopted the Capital Improvement Plan which encompasses the Equipment Reserve Fund. With such action, the Town Council authorized funding for the replacement of the 1995 Pierce Pumper by the Fire Department. The Equipment Reserve Fund anticipated financing a lease purchase through an annual expenditure of \$148,000 through Fiscal Year 2021-2022.

On September 27 2016, the Town Council granted a bid waiver allowing the Town to accept the proposal of \$649,035 submitted by Pierce Manufacturing, Inc. for the acquisition of a Velocity Custom Pumping Engine and related equipment. The 1988 Sutphen truck which will remain as a spare until the new apparatus comes on line in the autumn of 2017, will be sold through a competitive process to other interested fire districts or parties.

In an effort to secure competitive financing, the Town solicited proposals from qualified vendors. On March 23rd, 2017 tax-exempt lease purchase financing proposals were received from 10 financial institutions. Following a review of the proposals, it is recommended to finance the acquisition through TD Equipment Finance with a 5-year interest rate of 1.84 percent which is the lowest interest cost of the proposers. The interest component of the financing is \$36,818.70.

A resolution which authorizes the Town Manager to execute all necessary documents for entering into a tax exempt lease purchase will be available for Town Council consideration on April 4th.

I will be present at the March 28th meeting to address any questions the Council may have.



Tanya D. Lane
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council

From: Jaime Trevethan, Asst. to the Town Manager (on behalf of Tanya D. Lane,
Town Manager)

Date: March 23, 2017

Re: Memorandum of Understanding (MOU): Digital Signs

Please see the attached memorandum from Town Planner Craig Minor and a proposed MOU between the Town Council and Town Plan and Zoning Commission which indicates that the Town Council agrees to obtain consent from the TPZ prior to authorizing any additional digital signage to be placed on Town property.

The MOU has been approved by the TPZ and was signed by its Chairperson, Frank Aieta, on March 8, 2017. There will be an item on the March 28 Town Council agenda for Council discussion. If the Council concurs, action may be taken at a future meeting to authorize the Mayor to execute the MOU.

Attach.



Tanya D. Lane
Town Manager

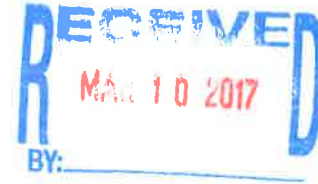
TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

Town Planner

Craig Minor, AICP
Town Planner

Memorandum



To: Tanya D. Lane, Town Manager
From: Craig Minor, Town Planner *CM*
Date: March 10, 2017
Subject: **"Memorandum of Understanding" between the Town Plan and Zoning Commission and the Town Council Regarding Digital Signs**

At the TPZ meeting on February 22, 2017 the TPZ voted to send the attached "Memorandum of Understanding" to the Town Council.

This MOU is in response to the proposal last fall to put a digital sign in front of the library. Such a sign would have been a violation of the zoning regulations but for the fact that the Town is exempt from zoning.

cc:
TPZ chairman
file

Phone: (860) 665-8575 Fax: (860) 665-8577
cminor@newingtonct.gov
www.newingtonct.gov



Tanya D. Lane
Town Manager

TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

Memorandum of Understanding

WHEREAS, the Newington Town Plan and Zoning Commission ("TPZ") is the zoning authority for the Town of Newington, and

WHEREAS, digital signage is prohibited in Newington per Sec. 6.2.1.E of the Zoning Regulations adopted by the TPZ on June 8, 2011, and

WHEREAS, the Newington Town Council ("Town Council") is the legislative body of the Town of Newington, and

WHEREAS, all municipal property is exempt from the Zoning Regulations per a Resolution adopted by the Town Council on May 25, 1970, and

WHEREAS, in 2009 the Town Council authorized the placement of a digital sign on the Newington High School property over the objections of the TPZ, and

WHEREAS, it is the desire of the TPZ and the Town Council to act in a manner that respects each other's authority and aspirations,

NOW, THEREFORE, it is hereby agreed by and between the TPZ and the Town Council that the Town Council shall not authorize the placement of any additional digital signage on any Town-owned property without the prior consent of TPZ.

WE THE UNDERSIGNED have read and agree with this MOU.

Chairman FRANK L. ABETA
Town Plan and Zoning Commission

Mayor
Town of Newington

date

3/8/17

date



Tanya D. Lane
Town Manager

TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

Town Planner

Craig Minor, AICP
Town Planner

Memorandum

To: Tanya D. Lane, Town Manager
From: Craig Minor, Town Planner *CM*
Date: March 23, 2017
Re: **STEAP Grant Application for Constance Leigh Drive Part 2**

Attached is Newington's 2017 STEAP grant application, as requested. If approved, it will fund sidewalks and streetscape improvements on both sides of the southern half of Constance Leigh Drive from Market Square to Lowrey Place, and on the east side of Constance Leigh Drive south of Lowrey Place.

The funding that Newington received in 2015 under the "Main Street Investment Program" for sidewalks and streetscape improvements to Constance Leigh Drive and Lowrey Place was not enough to complete that project, so the decision was made last year to use those funds to improve Constance Leigh Drive from East Cedar Street to Market Square, and to apply for more funding later. This application does that. Lane widths, sidewalk width, tree and light spacing, etc. will all be the same as with the previous Constance Leigh Drive project.

STEAP funds are issued by the Connecticut State Bond Commission and can be used for capital projects only, such as new construction, expansion, renovation or replacement of and existing facility or facilities. Project costs can include the cost of land, engineering, architectural planning, and contract services needed to complete the project. In the past the Town of Newington has used STEAP funds for streetscape improvements in Town Center.

The deadline for this round of STEAP funding is April 17, 2017.

cc:
file

Phone: (860) 665-8575 Fax: (860) 665-8577
townplanner@newingtonct.gov
www.newingtonct.gov

APPLICATION FOR FY 2017 STEAP GRANT FUNDING

Please complete one application for each proposed project and also indicate the priority order of all projects submitted. If applications for more than one project are submitted at different times, please reprioritize previously submitted projects with each new application. Complete submittal instructions are outlined on the last page of this application.

Applicant Town(s): Newington **Tax ID (FEIN) No.:** 06-600204

Authorized Signatory Full Legal Name: Tanya D. Lane

Authorized Signatory Title: Town Manager

Authorized Signatory Email: tlane@newingtonct.gov

Authorized Signatory Phone Number: 860-665-8510 **Extension:**

Town Office Street Address / PO Box: 131 Cedar Street **Town Office Zip Code:** 06111

Proposed Project Street Address: Constance Leigh Drive **Zip Code:** 06111

If available, GIS coordinates: Longitude: **Latitude:**

If no project address is available, please provide street intersection detail.

Requested amount of STEAP Funding (\$500,000 max): \$500,000

Project Name: Lowrey Place and Constance Leigh Streetscape Improvements

Name, phone and email address of person preparing this application:

Craig Minor, AICP

Town Planner

860-665-8575

cminor@newingtonct.gov

Identify town officials and professionals that may be contacted with questions regarding this application:

Name, phone and email address

Andy Brecher

Economic Development Director

860-485-4433

abrecher@newingtonct.gov

Name, phone and email address
Chris Greenlaw
Town Engineer
860-665-8570
cgreenlaw@newingtonct.gov

- 1.) Provide a description of the proposed project which includes the purpose of the project. Please be clear as to whether the funds you are requesting are for design, planning, site acquisition and/or construction. **Please be as comprehensive as possible in the description of this project** (*Note: only capital projects will be considered: new construction, expansion, renovation, or replacement project for an existing facility or facilities. Project costs can include the cost of land, engineering, architectural planning, and contract services needed to complete the project. For a description of expenditures that **cannot** be funded with STEAP funds, see pg. 1).

This project is the next phase in Newington's multi-year Town Center Streetscape Improvement Program. It will improve the appearance, safety, and functionality of the southern half of Constance Leigh Drive (from Market Square to Lowrey Place), the east side of Constance Leigh Drive south of Lowrey Place, and the intersection of Constance Leigh Drive and Lowrey Place.

Existing concrete curbs and sidewalks will be replaced by decorative sidewalks and granite curbing. Traffic safety improvements will be made. Portions of the east side of Constance Leigh currently have no sidewalks, so this project will remedy that. Street furniture, trash receptacles, decorative streetlighting, street trees and appropriate landscaping will all be included.

- 2.) How will this project impact and benefit the community? Please include any projected economic impact and job creation or retention estimates.

Appearance: This project will continue the granite curbing and decorative sidewalk pattern on Market Square and to be installed on the northern half of Constance Leigh Drive under the streetscape improvements project funded by the "Main Street Investment Fund" grant that Newington was approved for in 2015. It will replace or remedy missing street lights, provide benches at existing bus stops, trash receptacles, street trees, and appropriate landscaping. All of which will improve the quality of life for persons who live, work, and shop in the area. The addition of street trees will improve the aesthetics of the area, contributing to making the overall experience of visiting this portion of Newington Town Center more welcoming and attractive, and more pleasant for residents. The new street lights will be attractive and energy-efficient.

Safety: The intersection of Constance Leigh Drive and Lowrey Place is currently unsafe for motorists and pedestrians. The intersection has a stop sign only at the Lowrey Place east-bound approach. Drivers east-bound on Lowrey often incorrectly assume that vehicles south-bound on Constance Leigh have a stop sign too, or are turning right, and they therefore proceed into the intersection without stopping. These drivers also often assume that no vehicles are approaching from the south because that minimally-improved stretch of road was previously a driveway, but the 104-unit Northwood Square Apartment complex has its only access on this minimally-improved stretch of Constance Leigh. Persons walking from Northwood Square Apartments to the Best Market plaza on Lowrey Place often meander across the street, and those wishing to walk north toward Town Center find that there is no connection between the Northwood's bituminous path walkway and the sidewalks on Constance Leigh. These unsafe conditions will be slightly improved by work funded by the "Main Street Investment Fund" project, but only partially. This project will

improve safety by creating better defined crosswalks at the Lowrey Place intersection, and sidewalks on the west side of the intersection in front of Northwood Square Apartments

Functionality: Pedestrian connectivity between the rest of Town Center and the businesses and residences on Constance Leigh Drive and Lowrey Place is hampered by the absence of connections between municipal sidewalks and the Hartford Healthcare campus and Northwood Square Apartments. The Hartford Healthcare campus consists of the former Hartford Hospital building with over 261,000 square feet of GLA, and the Jefferson House and Cedar Mountain Commons elderly and assisted living residential facilities. Over 900 persons are employed in these three buildings, many of whom would benefit from a safer way to walk to the shops in Town Center and the Best Market plaza, and to the CTtransit bus stops on Lowrey Place and Constance Leigh Drive. Northwood Square Apartments consists of 104 one- and two-bedroom apartments. Constance Leigh Drive and Lowrey Place are on the CTfastrak #144 New Britain/Wethersfield route, and on the CTtransit #41 New Britain/Hartford CTtransit route, so this project will also encourage increased bus ridership.

The Best Market shopping plaza on Lowrey Place was purchased several years ago by a new owner. The new owners have revived the long-abandoned grocery store anchor, filled most of the vacant storefronts, and invested approximately \$650,000 in renovations to the building. This project will support that investment by improving the walking environment between Lowrey Place and Market Square, thereby encouraging visitors to the Town Center to expand their shopping range, and encourage downtown workers to patronize the grocery store and businesses in the plaza.

This project represents an investment in public infrastructure that will incentivize local merchants and property owners to make a reciprocal commitment to the area.

- 3.) If the applicant is two or more eligible municipalities, how will this project create efficiencies, further cooperation among municipalities, and save costs for local taxpayers?

Not applicable.

- 4.) What, if any, planning or design work has begun or been completed on this project?

This project is the continuation of an adjacent streetscape project on the northern half of Constance Leigh Drive. That project has been fully funded and designed, and is awaiting the relocation of buried electrical conduits by Eversource.

- 5.) Is the proposed project consistent with the State Plan of Conservation and Development? (Plan detail is available at: www.ct.gov/opm/cdplan.) YES or NO

Yes. This project is consistent with "Conservation & Development Policies: The Plan for Connecticut 2013-2018" in the following ways:

a. "Growth Management Principle #1: Redevelop and Revitalize Regional Centers and Areas with Existing or Currently Planned Physical Infrastructure": this program of new curbs, sidewalks, street lighting and pedestrian street crossings in the outskirts of Newington Town Center represents a "FOCUS on infill development and redevelopment opportunities in areas with existing infrastructure, such as in city or town centers, which are at an appropriate scale and density for the particular area;"

b. "Growth Management Principle #3: Concentrate Development Around Transportation Nodes and Along Major Transportation Corridors to Support the Viability of Transportation Options": this program of new sidewalks and pedestrian street crossings in the vicinity of CTfastrak and CTtransit route bus stops will: "PROMOTE compact, pedestrian-oriented, mixed-use development patterns around existing and planned public transportation stations and other viable locations within transportation corridors and village centers and ENCOURAGE a network of pedestrian and bicycle paths and greenways that provide convenient inter- and intra-town access to the regional public transportation network."

This project is also consistent with the following State of Connecticut priorities:

a. Transit Oriented Development: This program will utilize and encourage ridership on CTfastrak route #144 route and CTtransit route #41.

6.) Is the proposed project consistent with your local Conservation & Development (C&D) Plan(s)? YES or NO

Yes. This project is consistent with 2010-2020 POCD in the following ways:

Town Center Strategies: Streetscape Improvements/Pedestrianism (Page 31)

14. Town Center public improvements (sidewalks, lighting, street trees, streets/curbing, signage, etc.) should be of the highest quality and consistent in design theme as the streetscape along Main Street.

17. Continue to seek Small Town Economic Assistance Program (STEAP) grants to complete streetscape along market Square and Lowrey Place with connections along Main Street and Constance Leigh Drive and into the municipal parking.

19. Between Lowrey Place and Market Square, and the municipal parking lot and Main Street, create a pedestrian walkway system that links parking and businesses together.

7.) Last date local C&D Plan(s) Adopted: **06/09/2010** (mm/dd/yyyy)

8.) Will the project require the conversion of lands currently in agricultural use to non-agricultural use? YES or NO **No.**

9.) Does the project area contain prime or important agricultural soils that are greater than 25 acres in area? YES or NO **No.**

10.) Does this project impact state-owned property (i.e.: state facilities, state roads and/or bridges, state parks, forests or other state-owned land.) If yes, please provide the location and a brief explanation.

No.

- 11.) Describe the environmental and social impacts of the proposed project. For example, impacts related to traffic, floodplains, natural resources/wetlands, endangered species, archeological resources, historical structures, neighborhoods, utilities, parks, cemeteries etc. *(If necessary, attach response in a separate document.)*

There are no environmental impacts and no negative social impacts.

- 12.) Is this project a phase of a larger plan? YES or NO **Yes.**

If YES, please complete a through e below.

If NO, skip to #13.

- a.) What phase are you applying for? **Seven.**
- b.) How many phases are there in total? **This will be seven, so far.**
- c.) What state agency/agencies administers/administered the previous phase(s)?

Agency Name:

1. November 2000: Applied for CDBG funding to prepare the "Town Center Planning Study", completed in October 2003.

2. October 2002: Received \$400,000 STEAP grant for Town Center Streetscape Improvements Phases I and II (Main Street and East Cedar Street).

3. April 2009: Received \$1,000,000 UDAG grant for Town Center Streetscape Improvements Phase III (Municipal Parking Lot at "Constitution Square"). An additional \$580,598 of Town funds were also spent on this project.

4. July 2010: Received \$400,000 STEAP grant for Town Center Streetscape Improvements Phase IV (Market Square).

5. December 2010: Received \$200,000 STEAP grant for Town Center Streetscape Improvements Phase V (Market Square).

6. March 2015: Received \$470,000 Main Street Investment Fund grant for Town Center Streetscape Improvements Phase VI (Constance Leigh Drive and Lowrey Place).

or n/a

- d.) Who is/was the state agency contact person for this project?

Agency Contact Name: **Dimple Desai** or n/a

e.) Attach additional information regarding the overarching, long-term plan if applicable

Attached: YES or NO **Yes.**

13.) Are you providing Town/Local matching funds for this project?

YES or NO **No.** If YES, please detail within Funding Source table below.

14.) **Project Funding – Please indicate whether funds are secured or prospective**

Please complete the following table detailing project funding sources. Examples of the other sources include: other state grants (please specify which), federal grants (please specify which), past STEAP awards used for previous phases of the project (please specify fiscal year), etc. Under uses please indicate estimated costs including, but not limited to, professional services, acquisition, construction, renovation, contingency, etc.

Funding Sources	TOTAL	Secured Amount	Prospective Amount	Anticipated date funds will be secured
STEAP funds from this application if awarded:	500000			
Previous STEAP funds from year: 20	00			
Previous STEAP funds from year: 20	00			
Previous STEAP funds from year: 20	00			
Local/Town funds:	0			
Private funds (specify):	0			
Federal funds(specify):	0			
Other State funds: (Specify)	0			
Other funds (Describe):	0			
Other funds (Describe):	0			
Other funds (Describe):	0			
Total Project Cost:	500000			
<u>STEAP Fund Use (Project Budget)</u>	<u>TOTAL</u>	<u>Expended to date</u>		
Professional Services:	70,000			
Acquisition:				
Construction:	430,000			
Renovation:				
Other (Describe):				
Other (Describe):				
Other (Describe):				
Total Project Cost	500,000			

- 15.) Please detail amounts and types of funds, if any that have been expended to date for this project.
As described above, \$2,470,000 has been spent to date on municipal parking and streetscape improvements in Newington Town Center since November 2000.
- 16.) If this is not part of a multi-phase project, has any work already begun? If yes, please summarize.
See above.
- 17.) If this is a multi-phase project, please provide a brief summary of the work completed to date.
Similar streetscape improvements were made to Main Street and Market Square, and are in the process of being made to the north half of Constance Leigh Drive.

18.) Should this project be awarded a STEAP grant, how soon after our contract is fully executed, would STEAP funded project work begin?

30 days / 60 days / 90 days/ 90+ days. Indicate answer here → **90+**.

19.) Is there any other relevant information you feel may be helpful, please include it below:

20.) Will this project move forward if the requested STEAP funds are not awarded or are awarded only in part? Please explain.

The Town does not have the financial resources to complete this project without STEAP or other grant funding.

21.) Was this project not selected in a previous round of STEAP grants? **No.**

22.) If other applications, for different projects, for **this round** of STEAP grants have already been submitted, please list below, in priority order, each of your projects (1 being top priority, 4 being last priority):

1.) 3.)

2.) 4.)

Attach the following material:

1. Site location map
2. Property boundary map
3. Two separate real estate appraisals, if land acquisition is proposed. ***Note: STEAP funds cannot exceed the appraised value established in the appraisals**
4. Project plans / concept plans
5. Proposed project schedule and duration of project (or project phase) to be funded by these STEAP funds should they be awarded
6. Project cost estimates supporting the request for funding (if available)
7. List of necessary local, state, and federal permits and approvals required for the project; list the status of each if applicable
8. Environmental site assessments (if applicable)
9. If applicable, any town resolution(s) in support of application for this grant

This page must be read and signed by the Authorized Signatory of the municipality in order for the municipality/project to be considered for STEAP funding.

My signature below, as Authorized Signatory of the Town of **Newington**, indicates acceptance of the following and further certifies that:

1. I understand that should this grant application be approved I will be required to sign an assistance agreement/contract with the assigned administering agency delineating the terms and conditions of this grant;
2. I will comply with any grant terms and conditions required by the administering agency;
3. I understand that various permits may be required by the administering agency as required by either the Connecticut General Statutes or Connecticut regulations;
4. I understand that funding associated with this grant application is one-time in nature and that there is no obligation for additional funding from the Office of Policy and Management or the State of Connecticut;
5. I understand that if this project warrants a Connecticut Environmental Policy Act (CEPA) review pursuant to Sections 22a-1 through 22a-1h of the Connecticut General Statutes that I will comply with such an environmental assessment. Further, if a CEPA is required, I understand that there are costs associated with such a review and that the municipality is in a position to continue with the proposed project despite this cost;
6. I understand that this application will be examined by the Intergovernmental Policy Division of the Office of Policy and Management for consistency with the State Plan of Conservation and Development and that I may be contacted if additional information is required for that review;
7. I understand that projects which convert twenty-five or more acres of prime farmland to a nonagricultural use will be reviewed by the Commissioner of Agriculture, in accordance with Section 22-6 of the Connecticut General Statutes; and
8. I will supply the Office of Policy and Management with all documentation supporting my authority to enter into an assistance agreement, including but not limited to applicable certified minutes and by-laws from the town denoting my authority to apply for the grant and the authority to enter into such an agreement should a grant be awarded.
9. I understand that if this application leads to the award of a STEAP grant for this project, that no payment will be made for project expenses incurred prior to the start date or after the end date (as set forth in the fully executed contract), without a full executed contract and advance written approval by the administering state agency to proceed.
10. I have read, in full, page 1 of this application package, entitled Small Town Economic Assistance Program (STEAP) Guidelines and Application.

Tanya D. Lane

Authorized Signatory's Name (Please Print)

Town Manager

Title

Signature

Date

Please submit your completed STEAP application and required documents electronically to:

opm.steapapplications@ct.gov



Map Legend

Parcels



Site Location



This map is for planning purposes only. Verification of the accuracy, currency and completeness is the responsibility of the user. No representation is made by the Town of Newington that any of its products or services are suitable for any use other than those intended. No liability is assumed for any loss or damage resulting from the use of this map.

MARKET SQUARE

JOHN STEWART DRIVE

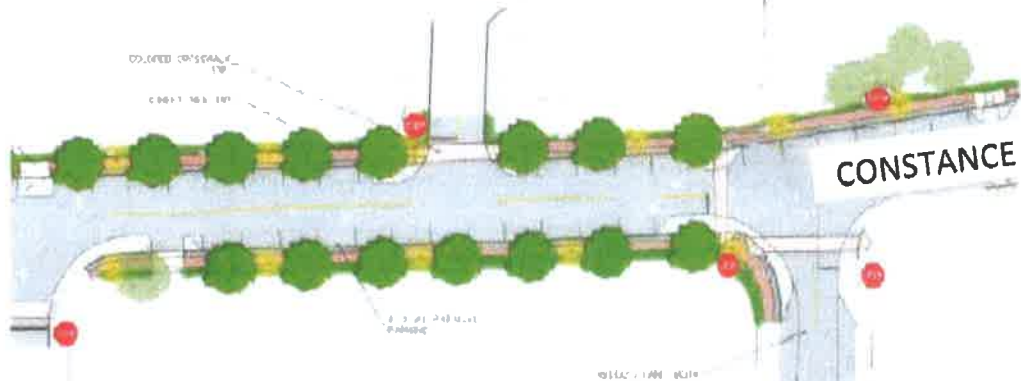
LOWREY PLACE

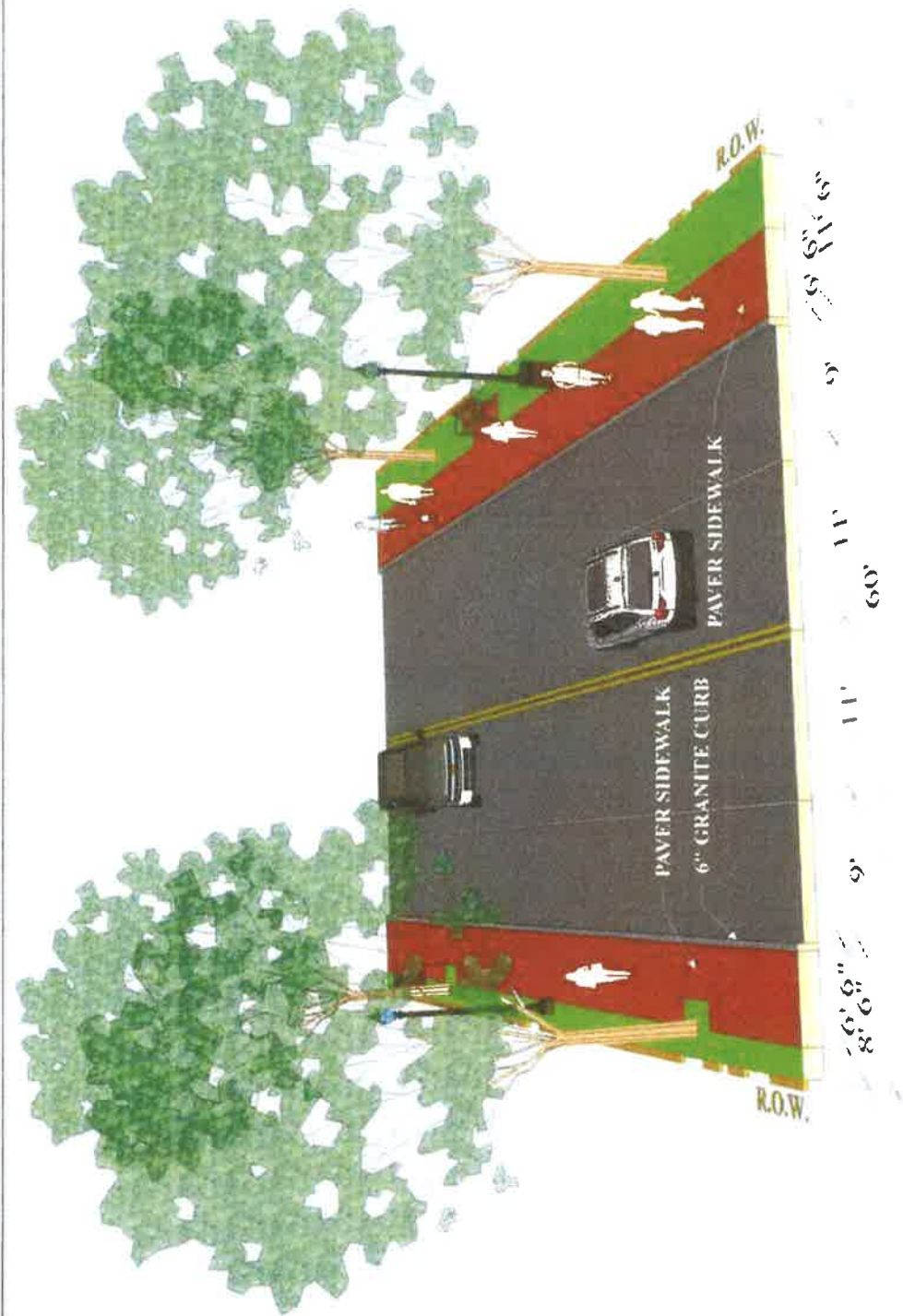
CONSTANCE LEIGH DRIVE

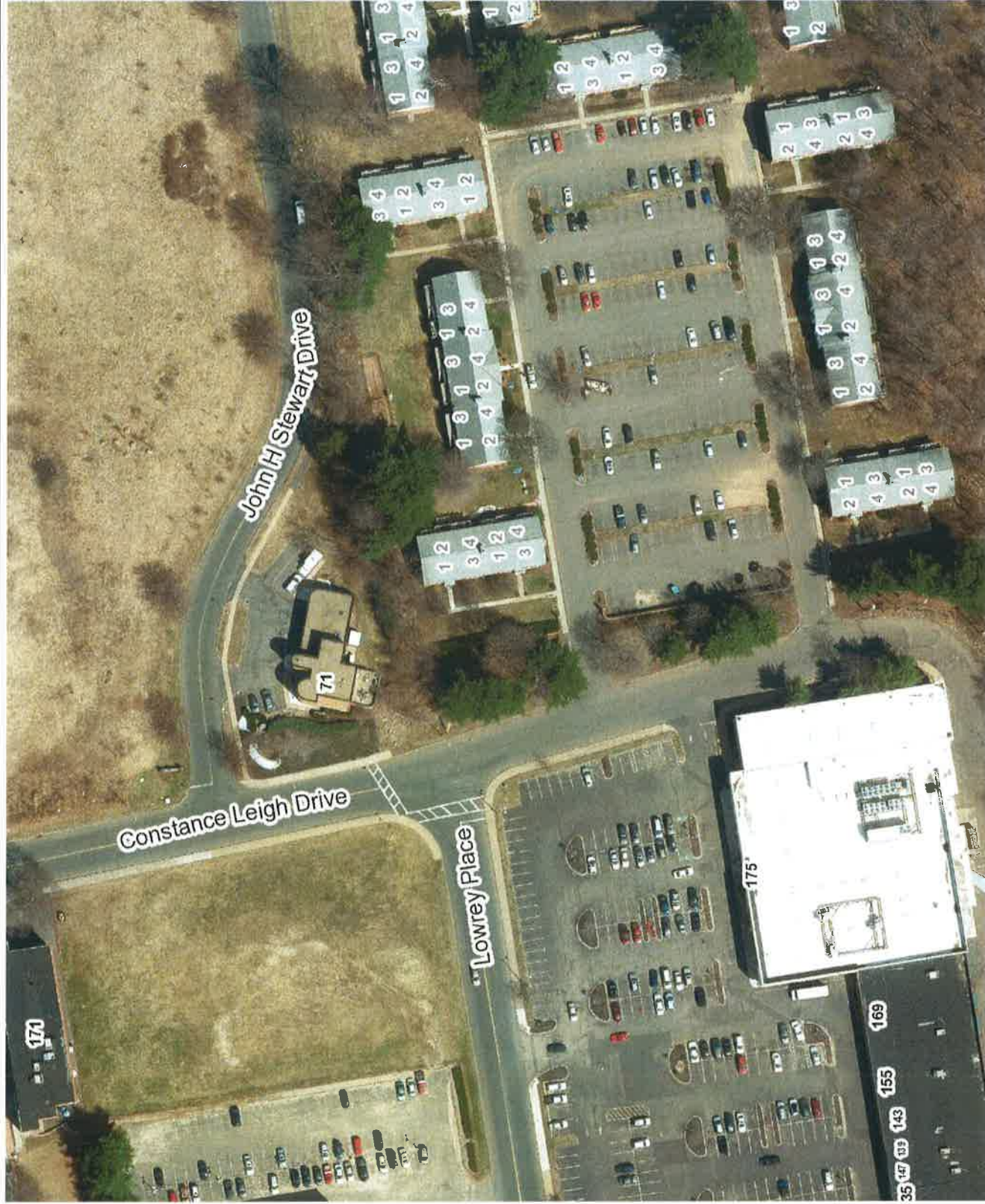
Constance Leigh Drive Streetscape Improvements

New region 47

100-70	01/00/0016	100-70
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Map Legend

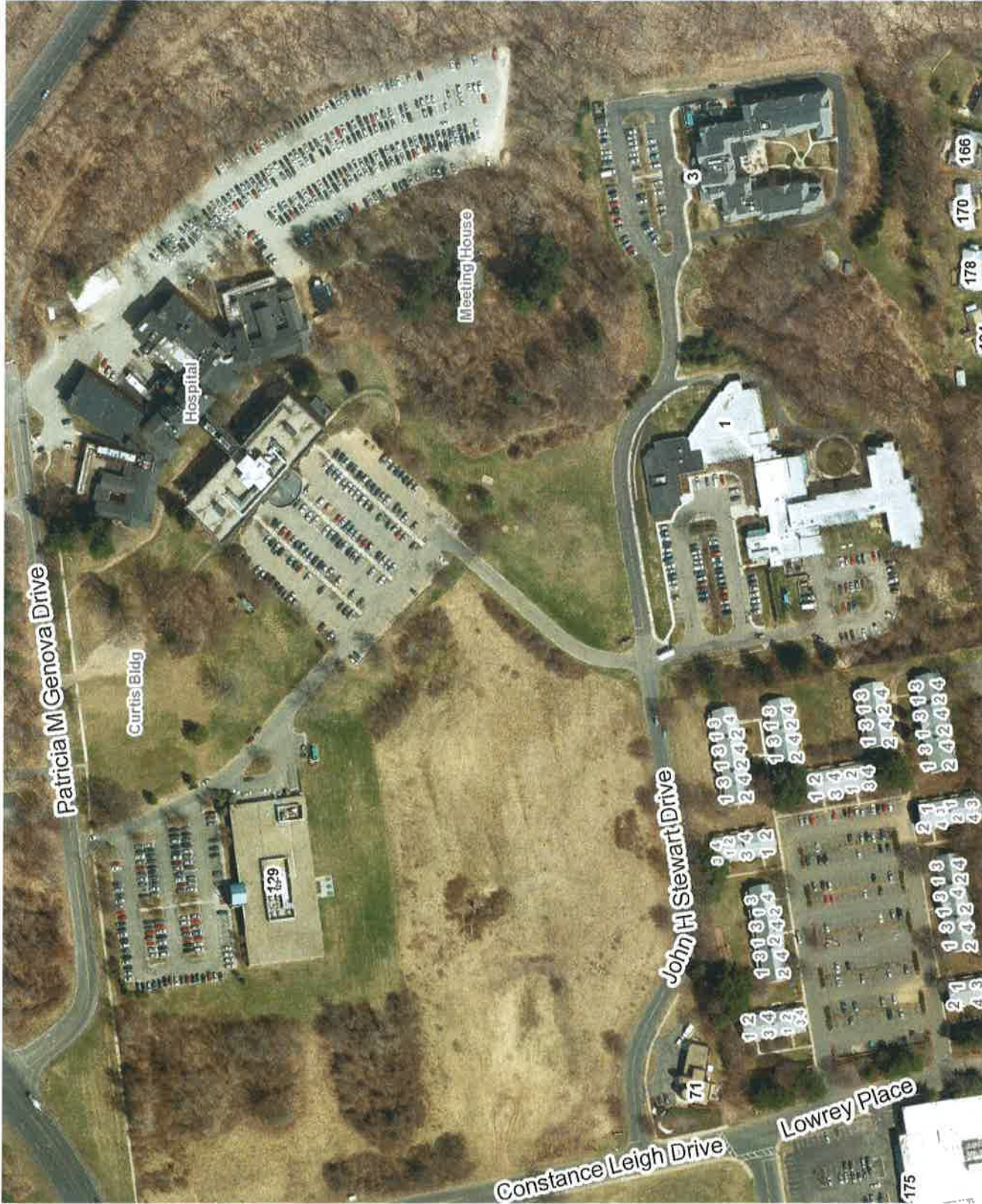
Intersection of Constance Leigh and Lowrey Place



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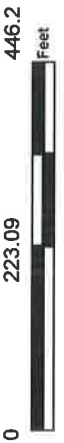


Map Legend



"Hartford Healthcare Campus"

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Tanya D. Lane
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council

From: Jaime Trevethan, Asst. to the Town Manager (on behalf of Tanya D. Lane,
Town Manager)

Date: March 23, 2017

Re: Fair Housing Month

Since 1993, the Town of Newington has been the recipient of grant funding through the Small Cities grant program. The program assists in funding the Town's housing rehabilitation loan program as well as infrastructure and other improvements to Newington's housing stock.

April is designated as Fair Housing Month. Each April, as a recipient of such grant funding and potential future applicant, the Town of Newington documents its commitment to the principles and practices of Fair Housing by the adoption of a Fair Housing Resolution.

A copy of the draft resolution is attached for your information and consideration. If the Council concurs, a resolution will also appear on the next Council agenda for consideration. Following adoption, the resolution will be included in the Town's Small Cities Fair Housing Plan Component. In addition, the Town Planner will be forwarding letters to local lenders and real estate professionals encouraging their continued commitment to Fair Housing.

Attach.

SAMPLE RESOLUTION

WHEREAS, all American citizens are afforded a right to full and equal housing opportunities in the neighborhood of their choice; and

WHEREAS, State and Federal Fair Housing laws require that all individuals, regardless of race, color, religion, sex, national origin, ancestry, marital status, age, mental or physical disability, lawful source of income, sexual orientation, or familial status, be given equal access to rental and homeownership opportunities and be allowed to make free choices regarding housing location; and

WHEREAS, the Town of Newington is committed to upholding these laws and realizes that these laws must be supplemented by an Affirmative Statement publicly endorsing the right of all people to full and equal housing opportunities in the neighborhood of their choice;

NOW, THEREFORE, BE IT RESOLVED, that the Newington Town Council hereby endorses a Fair Housing Policy to ensure equal opportunity for all persons to rent, purchase and obtain financing for adequate housing of their choice on a non-discriminatory basis; and

BE IT FURTHER RESOLVED, that the Town Manager of the Town of Newington or his/her designated representative is responsible for responding to and assisting any person who alleges to be the victim of any illegal discriminatory housing practices in the Town of Newington.



Tanya D. Lane
Town Manager


TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

Office of the Town Clerk



Memorandum

To: Tanya D. Lane, Town Manager
From: James E. Krupinski, Town Clerk 
Date: March 20, 2017
Re: Resignation-Kenneth St. Onge, Member, Economic Development Commission

I am attaching a copy of the Resignation by email that was received in the Town Clerk's office from Kenneth St. Onge who is resigning from the Economic Development Commission. Mr. St. Onge was serving a term from December 9, 2014 through November 30, 2017 as a regular member.

Section 606 & 611 Town Charter
Newington Code Sec. 8-30 & 8-31

Krupiensi, James

From: Lane, Tanya D.
Sent: Monday, March 20, 2017 1:19 PM
To: Krupiensi, James
Subject: FW: EDC resignation

RECEIVED FOR RECORD
IN NEWINGTON, CT

2017 MAR 20 PM 2: 14


Town Clerk

James:

In Newington I have always accepted an emailed resignation from appointed board and commission members. It works best for the Town and allows the Committee Chairs to seek a replacement in a more timely manner. Please refer to the email below.

Elected officials must submit a resignation with their signature.

Tanya

Tanya D. Lane
Town Manager
Town of Newington
131 Cedar Street
Newington, CT 06111
860-665-8510

-----Original Message-----

From: Ken St. Onge [mailto:kstonge@gmail.com]
Sent: Monday, March 20, 2017 1:15 PM
To: Lane, Tanya D. <TLane@NewingtonCT.Gov>
Cc: Brecher, Andy <ABrecher@NewingtonCT.Gov>; Pauline <pakruk52@att.net>; John Kelly / Griffith & Kelly, LLC <jkelly@newingtonlaw.com>
Subject: EDC resignation

Tanya --

I am resigning my position as a member of the Newington Economic Development Commission, effective today.

I am deeply thankful for the opportunity to have served, and to have worked with so many great commissioners.

Please let me know if there is any additional paperwork that I need to complete.

Best,
Ken St. Onge
56 Grandview Dr
Newington, CT 06111
860 416 8039

AGENDA ITEM: VIII.A.1.

DATE: 3-28-17

RESOLUTION NO.

RESOLVED:

That the Newington Town Council hereby accepts the resignation of Kenneth St. Onge as a member of the Economic Development Commission, in accordance with a communication dated March 20, 2017.

MOTION BY:

SECONDED BY:

VOTE:

AGENDA ITEM: VIII.A.2.

DATE: 3-28-17

RESOLUTION NO.

That the Newington Town Council hereby makes the following appointment:

ECONOMIC DEVELOPMENT COMMITTEE

Name	Address	Party	Term	Replaces
			Immed – 11/30/17	K. St. Onge (resigned 3/2017)

MOTION BY:

SECONDED BY:

VOTE: